

December 26, 2006

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, January 4, 2007
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY GRADE</u>
7881	Juvenile Detention Team Leader	C14 (\$40,948.96 – \$52,453.44)

ITEM 2: Request to change the pay grade for the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
4875	Master Electrician	C10 (\$35,547.20 – \$45,533.28)	C11 (\$36,828.48 – \$47,172.32)
4924	Equipment Mechanic Supervisor	C15 (\$42,423.68 – \$54,342.08)	C17 (\$45,533.28 – \$58,323.20)
4945	District Maintenance Supervisor	C15 (\$42,423.68 – \$54,342.08)	C17 (\$45,533.28 – \$58,323.20)
4946	Assistant District Maintenance Supervisor	C11 (\$36,828.48 – \$47,172.32)	C13 (\$39,526.24 – \$50,629.28)
4985	Road Maintenance Superintendent	C21 (\$52,453.44 – \$67,186.08)	C22 (\$54,342.08 – \$69,605.12)
5745	Correctional Specialist I	C11 (\$36,828.48 – \$47,172.32)	C13 (\$39,526.24 – \$50,629.28)
5746	Correctional Specialist II	C18 (\$47,172.32 – \$60,424.00)	C19 (\$48,871.68 – \$62,599.68)
5756	Corrections – Sergeant	C14 (\$40,948.96 – \$52,453.44)	C15 (\$42,423.68 – \$54,342.08)
5758	Corrections – Lieutenant	C17 (\$45,533.28 – \$58,323.20)	C18 (\$47,172.32 – \$60,424.00)

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<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>CURRENT PAY GRADE</u>	<u>PROPOSED PAY GRADE</u>
5765	Jail Administrator	C22 (\$54,342.08 – \$69,605.12)	C23 (\$56,297.28 – \$72,111.52)
7521	Civil Engineer I	C17 (\$45,533.28 – \$58,323.20)	C18 (\$47,172.32 – \$60,424.00)
7522	Civil Engineer II	C19 (\$48,871.68 – \$62,599.68)	C20 (\$50,629.28 – \$64,852.32)
7523	Civil Engineer III	C22 (\$54,342.08 – \$69,605.12)	C23 (\$56,297.28 – \$72,111.52)
7524	Civil Engineer IV	C26 (\$62,599.68 – \$80,184.00)	C27 (\$64,852.32 – \$83,071.04)
7770	Social Worker	C06 (\$30,858.88 – \$39,526.24)	C09 (\$34,311.68 – \$43,952.48)
7875	Juvenile Training Coordinator	C11 (\$36,828.48 – \$47,172.32)	C14 (\$40,948.96 – \$52,453.44)
7880	Juvenile Detention Coordinator	C15 (\$42,423.68 – \$54,342.08)	C17 (\$45,533.28 – \$58,323.20)

ITEM 3: Request to amend Rule 17.9 of the Personnel Rules – Recommendations for Salary Advancement Within a Grade.

ITEM 4: Request to amend Rule 17.10 of the Personnel Rules – Compensation of Temporary, Seasonal, On-call and Emergency Employees.

ITEM 5: Request to amend Rule 17.11 of the Personnel Rules – Non-Exempt Employees Temporarily Assigned to a Higher Classification.

ITEM 6: Miscellaneous Discussion.

LANCASTER COUNTY
JUVENILE DETENTION TEAM LEADER

NATURE OF WORK

This is responsible supervisory and administrative work assisting the Director and Juvenile Detention Coordinators in managing the operations and subordinate personnel in a secure detention center or staff secure facility and Assessment Center for juveniles.

Work involves responsibility for the supervision and evaluation of the work performed by supervisor's and juvenile staff on an assigned shift. Work also involves managing the daily activities/operational functions; enforcing facility rules and regulations; managing the shift's staff schedule; and participating in applicant interviewing and hiring processes. General supervision is received from an administrative superior with work being reviewed in the form of conferences, reports submitted and training effectiveness. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Manage the operations of the Youth Services Center on the prescribed shift; oversee issues which might arise after hours and as needed.

Schedule, supervise and evaluate the work performed by Juvenile Detention Supervisors and Juvenile Detention Officers; provide training to co-workers; attend meetings and provide input into policy development and decisions; assist in the applicant interviewing and selection process for employment; plan and coordinate resident activities; assume responsibility for management of operations during assigned shift in absence of the director.

Coordinate with supervisory personnel for the necessary communications with residents, staff and professionals; resolve problematic behavior of residents, including disciplinary strategies utilizing available resources; maintain appropriate documentation which supports compliance with all federal, state and local laws.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the methods, practices and regulations relating to juvenile detention.

Considerable knowledge of adult and juvenile justice systems including federal, state and local standards relating to juvenile detention facilities and non-secure child caring agencies.

Considerable knowledge of human service agencies and programs related to adolescents and their families.

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of adolescents.

Ability to coordinate multiple services and functions among various staff in high stress situations.

Ability to work independently and assign priorities to pending projects.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to effectively schedule, organize, supervise, train and evaluate the work of subordinate employees.

Ability to establish and maintain effective working relationships with community representatives, juveniles, co-workers and the general public.

Ability to physically restrain a juvenile whose behavior is harmful to self or others using appropriate methods.

Ability to communicate effectively both orally and in writing.

Ability to read, understand and adhere to court orders and requirement of related legal documents.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience in program development, supervising and educating or training personnel.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience supervising and training personnel within a juvenile detention/correctional facility.

NECESSARY SPECIAL REQUIREMENT

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a National and State criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or

federal penitentiary for a term of one year or more which a pardon has not been received; cannot be registered as a child abuse or sexual offender with the national child abuse and neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet the physical and medical requirements of the job classification.

Possession of a valid State of Nebraska driver's license.

Approved by: _____
Department Head

Personnel Director

1/2007

PS7881

17.9 Recommendations for Salary Advancement Within a Grade (Revised ~~2/01~~ 01/07)

(a) All status employees shall have their performance reviewed annually. The Department Head shall recommend in writing to the Personnel Officer the advancement in salary of each employee in his Department who has met the requirements for pay advancement. Such advancement may be made annually until the employee has reached the maximum rate of the pay grade for his position.

(b) A Department Head, with concurrence of the Personnel Officer, may request a salary advancement within a grade or cash award, not to exceed five hundred dollars (\$500), for an employee due to exceptional or unusual circumstances in connection with their class. The reason for such advancement must be explained in detail in writing to the Personnel Officer and must be consistent with the spirit and purpose of the merit system provisions. All salary advancements requested pursuant to this section require the approval of the County Board and become effective the first full pay period following approval by the County Board.

17.10 Compensation of Temporary, Seasonal, On-call and Emergency Employees (Revised 01/07)

Temporary, seasonal, on-call and emergency employees occupying full-time or part-time positions in the classified service may be employed initially at an hourly rate in the pay grade for the class which meets the needs of the department. Appointments of such employees at other than the hourly equivalent of the entrance rate shall be approved by the Personnel Officer. Temporary, seasonal, on-call and emergency employees shall not be eligible for employee benefits of the classified service. ~~or a~~ Advancement within the pay grade of the class in which employed may not be granted more than one step annually.

17.11 ~~Non-exempt~~ Employees Temporarily Assigned to a Higher Classification (Revised 01/07)

(a) A ~~non-exempt~~ status employee may be temporarily assigned, in writing, to work in a budgeted position in a class with a higher maximum salary than the maximum salary of his regularly assigned class, when said position is temporarily vacant due to termination, resignation, leave of absence, or initial creation.

(b) Compensation for being temporarily assigned to a higher class shall be at the next higher rate of pay in the higher class above the employee's regular rate, or the first step minimum rate of the higher class he is temporarily filling, whichever is greater.

(c) ~~A non-exempt~~ An employee who is temporarily assigned in writing to work in a higher class must perform all the duties the incumbent employee would have performed in the higher class job description to receive additional compensation. Exceptions to this Rule for receipt of out-of-class pay may be made or approved by the Personnel Director.